

## Critical Fuel Site Emergency Operating Procedures

The Division of Fleet Operations has designated this fueling location as a critical site. Under all operating conditions, including emergency and disaster situations, operators of Utah State owned vehicles must be able to secure fuel from this location. In order to provide fueling operations during power outage situations, the Division of Fleet Operations has supplied this fuel site with a 12-volt portable pump to draw fuel out of the underground storage tanks. Below are the steps to follow to setup and operate the pumps during a time of crisis until normal power has been restored. The agent responsible for the fueling station must appoint at least one state employee to monitor dispensing of fuel and recording of fuel transactions.

### Preparations

1. Locate the portable pump. It should be stored in the utility shed located on these premises. The pump should be complete with attachments (12-volt battery clips, 15 foot flexible tubing).
2. Connect the pump to a car battery. Be sure to connect the positive clip to the positive terminal on the battery, and likewise the negative clip to the negative terminal.
3. Open the tank fill. These are large manhole like coverings.
  - a. Remove the tank fill cover. You may need to use a crowbar or very large screwdriver.
  - b. Lift the bucket lid handle by pulling up and over to the side, releasing the latch.
  - c. Open the sealed spout handle by pulling straight up.
4. Drop the flexible hose into the tank. You may have a little difficulty getting the hose past the overfill valve (near the top of the spout). Keep working at it until the hose drops into the tank and touches the bottom of the tank, then pull the hose up about six to eight inches. \*Note, the end of the hose has been equipped with a filtering device to prevent silt from entering the nozzle.

You will need to prime the pump in order to get it working for the first time. Following the above steps and getting the pump primed may take as long as 30 minutes. Be patient. To prime the pump, simply follow the instructions for dispensing (below). When priming the pump, pump the fuel back into the fill spout of the tank so as not to waste this valuable resource.

### Pump Operations

5. Engage the pump motor. Swing the silver arm on the pump toward the pump until you hear the pump begin to work. For best battery and pump operations, it is advisable to start the engine of the vehicle to which the pump is connected.
6. Clear the meter display. There is a small LED readout on the handle of the dispenser nozzle. Next to the display is a black button labeled, "DISPLAY". Press this button twice in rapid succession to return the readout to 0 (zero).
7. Place the dispensing nozzle inside the fill of the vehicle to be filled and press the handle (just as you would with a normal dispenser). When the fuel tank is filled, release the handle.
8. When the vehicle's tank is filled, shut off the portable pump by swinging the silver lever outward until the pumps' engine stops and remove the dispenser from the vehicle.
9. Record the fueling transaction log (attached) and have the driver of the vehicle sign the appropriate line.

### Removing the hose from the underground fueling tank:

You will remove the hose from the tank for one of two reasons: switching between unleaded and diesel fuel tanks; or returning to normal operations (i. e., power has been restored to the fueling station).

1. Pull the hose out of the tank. You may experience some difficulty getting the hose past the overfill valve. Keep working at it until the hose is clear of the fill tube.
2. Engage the pump motor. Swing the silver arm on the pump toward the pump until you hear the pump begin to work. For best battery and pump operations, it is advisable to start the engine of the vehicle to which the pump is connected.
3. Pump the fuel back into the fill spout of the tank until the pump is cleared of fuel.
4. Close the sealed spout by pushing the lid straight down over the spout.
5. Close the bucket lid and ensure that the handle catches the latch.
6. Replace the tank fill cover.
7. Disconnect the pump from the battery and return the pump to the storage shed.
8. Send all pages of transaction logs to the Fuel Network, c/o Jeff Done, 4120 State Office Building, Salt Lake City, UT 84114.

Date portable pump was utilized: \_\_\_\_\_ Agent responsible for utilization: \_\_\_\_\_

\*Note: Enter the Beginning and Ending Meter Reading if the LED Display does not return to zero

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